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MINUTES
Division Training Officers Meeting
11 June 1954

Attendance:

[Redacted]

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1. [Redacted] reported that the Pentagon wished that a list of names of those who are to attend accompany any request for a one-day ordnance briefing at Aberdeen. However, in view of the difficulty of interesting responsible officers in the Divisions without a specific date being offered, he was requested to try to find out if one of the following dates would be acceptable: 27, 28, or 29 July.

2. [Redacted] Registrar, distributed an enrollment report. Division Training Officers are to state on 25 June whether or not the report is of sufficient value to their respective Divisions to warrant regular dissemination at the bi-weekly meetings. [Redacted] announced changes in the long-term schedule, as follows:

Phase II #10	20 September - 22 October
Phase II #11 (two-week break for Christmas Holidays)	29 November - 17 December; 4 - 13 January 1955
Political Warfare #26	5 - 23 July cancelled
Political Warfare #27	9 - 27 August cancelled
Order of Battle #12	12 - 23 July cancelled
Glandestine Fieldcraft Activities #6	12 July - 6 August
[Redacted] #6	20 September - 15 October
[Redacted]	15 November - 10 December

3. Requirements for the typewriting instruction proposed by [Redacted] at the last meeting will be reported on 25 June.

4. There appeared to be no known requirement for survival training in the Area Divisions at this time. [Redacted] suggested that the matter be discussed with DD/P-PPC before definitely reporting the absence of a requirement to the Director of Training.

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JOE NO. 30 NO CHANGE
IN CLASS. 22
NEXT REV. DATE 89
NO. PGS 3
REV CLASS C
6/27/79
RET. JUST. 22
TYPE DOC. 03
CLASS II
ACR: HR 70-3

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5. [] reported a requirement in NEA for nine copies of an improved edition of The Red Interpreter, expected to be ready about April 1955. [] reported that he had requested three copies for field distribution and had been advised that the Office of Training does not wish the present edition so distributed; consequently EE will need at least three copies of the new edition. [] reported no requirement in FE, and all other Divisions indicated that they will report on 25 June.

6. [] announced that in connection with [] the Training Committee had visited every Area Division Chief. 25X1

7. [] reported that Mr. Baird had expressed doubt that the Agency Orientation Course was reaching the audience for which it was intended. In May, over 40% of the students were GS-5 or below, whereas Mr. Baird believed the course has most value for Headquarters personnel of middle and upper grades, and for returnees. The training officers, however, stressed the morale factor in this course for all grades; in many cases it is the only opportunity for an employee to see the Agency as a whole. [] suggested having questions submitted for discussion prior to the beginning of the course. [] thought that the course would hold attention better if some of the presentations were improved. 25X1

8. [] discussed the amalgamation of the PP and PM staffs, described in []

9. [] reported on [] discussion of the Administrative Support Course. [] believed that there was too much stress on the overseas element and not enough on the Headquarters instruction. However, after [] gave a brief outline of the course content, [] agreed that the overseas material was needed by DD/A employees as well as DD/P. [] requested that training officers submit to the Training Committee memoranda embodying any suggestions for improving the course. 25X1 25X1

10. [] suggested that the training officers pick a typical day and then determine what percentage of personnel in the Division are in full-time training status. [] said he had already taken one Branch in FE and had discovered that 52% of the personnel were in either full-time (37%) or part-time training.

11. [] Chief, A&E, has asked that students be enrolled in the pre-testing as early as possible, thus eliminating an overload on the last Friday before a course is offered. [] has also requested that all GS-4's enrolled in the BIC(CS) take the pre-testing at least two weeks prior to the beginning of the course, so that the Staff can determine whether or not the individual is capable of handling the subject matter offered. 25X1

12. [] stated that the evaluations of Phase II #7, 22 March - 23 April, took six weeks to reach the Area Divisions, and that the Training Committee has asked OTR to try to prevent such delay in the future. A new

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13. The OTR Foreign Language Film Schedule was distributed. [redacted] mentioned some of his problems in scheduling language training, and it was suggested that a member of the appropriate OTR Division, preferably [redacted] be present for the discussion at the 25 June meeting.

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14. [redacted] distributed memoranda to the Training Committee containing suggestions for revising the CS Training Standards and also Form No. 51-133: Request for Training at Non-CIA Facility. These suggestions will be discussed at the 25 June meeting.

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15. [redacted] stated that a draft of the Inventory of Training of [redacted] is being submitted to the Training Committee.

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Chairman
Clandestine Services Training Committee

Notes: [redacted] later called to say that 27 July is an acceptable date at Aberdeen. It is, therefore, anticipated that training officers will be able to report on 25 June the names of members of their Divisions who are interested in attending.

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